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[DATE]

[REQUESTOR]

VIA E-MAIL:

RE: PUBLIC INFORMATION ACT REQUEST

Entity: City of [CITY]

Date Request Received:

Dear [REQUESTOR]:

This firm serves as legal counsel to the City of [CITY], Texas ("City"). On [DATE], the City received a public information requests stating:

[QUOTE REQUEST]

Please note that the Public Information Act does not require a governmental body to calculate statistics, to perform legal research, or to prepare answers to questions. Tex. Att'y Gen. ORD-342 (1982), ORD-555 at 1 (1990), ORD-563 at 8 (1990). The City has done a good faith search for documents in its possession that might answer your questions but has not been able to locate any information responsive to your request.

Should you have any questions or concerns, please do not hesitate to contact me by telephone at [PHONE NUMBER] or by email at [EMAIL ADDRESS].

Very truly yours,